

## EPA Official Record

**Mail ID:** ac40fc8acc134df9abc358d8254c5d20

**From:** Aoyama, Joyce

**To:** Bent, Sara

**Delivered Date:** 03/06/2014 06:20 PM EST

**Subject:** In House Destruction Forms - please save as templates

**Attachments:** In-House Records Destruction Form OAWT-127a for SB 3-06-14 .docx [31 KB]; In-House Records Destruction Form OAWT-0030a2a for SB 3-06-14 .docx [31 KB]; In-House Records Destruction Form OAWT-1005f for SB 3-06-14 .docx [31 KB]

Sara,

Attached are the In House Destruction Forms for T&A, FOIA and Correspondence

Please note: For T& A, you'll **need to keep records that are from 2008 to the present**. 2007 records are ok to disposition from 1/2014.

Please let me know if you have questions.

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
(206) 553-2595 voice; (206) 553-0714 fax

**From:** Bent, Sara

**Sent:** Monday, March 03, 2014 5:09 PM

**To:** Aoyama, Joyce

**Subject:**

Sara Bent  
Air Quality Office Manager  
US Environmental Protection Agency  
Suite 900, M/S AWT-107  
Seattle, Washington 98101  
(206) 553-6350  
[Bent.sara@epa.gov](mailto:Bent.sara@epa.gov)